



STATE FIRE TRAINING

FF Academy Results - Upload Instructions



HOW TO UPLOAD YOUR FF ACADEMY SKILLS RESULTS

Account Login

- 1) Go to the SFT Portal Database: <https://osfm-sft.acadisonline.com/acadisviewer/login.aspx>
- 2) Log into your account using your **username** and **password** provided to you by SFT.

Sign in

E-mail address (Username)
firefightererickson@fire.ca.gov

Password

Reset your password

Sign in

The State Fire Training On-line Records Portal

The State Fire Training Online Records Portal is a comprehensive system that serves as a central training and certification repository for all participants in the California Fire Service Training and Education System (CFSTES) or the Fire Service Training and Education Program (FSTEP). The system maintains accurate, complete and accessible lifelong training records for officers, including all basic, advanced, in-service and online training completed, ensuring compliance with training mandates.

Under Construction...

The State Fire Training Online Records Portal is still under construction; therefore, users will not yet be able to login and/or access records and transcripts. Once all records have been completely migrated into the SFT Online

Resources

- Available Training
- Training Catalog
- WebForms
- List of Organizations

Technical Support

For technical support, questions, or comments on

Download Spreadsheet Template

- 1) Download and complete the **FF Academy Results template** spreadsheet from the SFT website: <http://osfm.fire.ca.gov/training/pdf/Evaluator%20Resources/FireAcademy-SkillsResults.xlsx>

Uploading Exam Results (Skills)

- 1) At the top of the screen, select the tab labeled **Academy Resources**
- 2) From the dropdown menu, select **Find & Complete a WebForm**

California Office of the State Fire Marshal | State Fire Training

Erickson, Brandon M.

Home Training & Events Registration Academy Resources

Find & Complete a WebForm my Professional History Report Manage Profile

Erickson, Brandon M.

SFT ID	Primary Phone	Emergency Contact
6221-4145	(916) 445-8312 Home	
Mailing Address	Primary Email	
9339 All American Way Sacramento, CA 95826	firefightererickson@fire.ca.gov	



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- 3) From the list of webforms, select **Fire Fighter Academy Results**

WEBFORM	DESCRIPTION
Course Roster Submission Form	Form used to submit completed CFSTES and FSTEP course rosters.
FF Cert. Exam Request Form	This web form is utilized for FF Academies requesting a Certification Exam. The required forms can be found on the SFT website.
FF Cert. Exam Skills Results Form	This web form is utilized to submit a Fire Academy's Certification Exam Skills results. Information should follow the data requirements contained in the FF Certification Exam Skills Results spreadsheet found on the SFT Website. NOTE: This takes the place of the Scantron form.

- 4) Complete the webform by entering the following information:

FF Certification Exam Skills Results Form

Accredited Academy Name:

Submitted By:

I may be contacted at:

* Email Address:

Attach and upload your documentation below:

- * Copy of Certification Exam Request Form: No document has been attached.
- * Certification Exam Return Checklist: No document has been attached.
- * Skills Results Spreadsheet (Excel or csv): No document has been attached.
- Skill Summary Sheets (retakes only): No document has been attached.
- Completed Retake Request Form (retakes only): No document has been attached.

Most forms and required documents can be found on the Evaluator Resources webpage at:
<http://osfm.fire.ca.gov/training/evaluatorresources>

Cancel Submit

- a) Accredited Academy Name (ARTP or ALA name)
- b) Submitter's name, phone and email (in the event there are questions)

Additionally, upload the following documents:

These documents can be found on the [Evaluator Resources webpage](#)

- c) [Copy of the Exam Request Form](#)
- d) [Returns Checklist](#)
- e) [Results Spreadsheet](#)
- f) Skills Summary Sheets -*applicable if there were retakes*

- 5) Once all required fields are completed and all required documents are uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display on the screen and a confirmation will be emailed to the submitter. SFT will also receive a notification that results have been submitted and SFT will process those results in the order they were received.